

**DEPARTMENT OF ADMINISTRATION
PROCUREMENT DIVISION
RECOMMENDATION OF AWARD**

TO: Kathy Harrington

FROM: Melissa Vargo

DATE: 10//29/2009

EST. AMOUNT: \$40,000.00

REQ: 730-1092

OVER 10% OF ESTIMATE

YES:____ NO: X____

AGENCY: All State Agencies

DESCRIPTION: Security Guard Services for Indiana State Library

TOTAL NUMBER OF SOLICITED VENDORS: 239

TOTAL NUMBER OF INDIANA FIRMS SOLICITED: 88

TOTAL NUMBER OF MINORITY & WOMAN VENDORS SOLICITED: MBE 4 WBE 4

SMALL BUSINESS SET-A-SIDE: N/A

RECYCLED PRODUCTS SOLICITED: N/A

SECRETARY OF STATE: Nation One Security, Allen Protection Services, Diamond Detective Agency and SG & Group Security are all registered with the secretary of state. Kinsey Christian Security & Private Investigation is a sole proprietor.

SAVING AMOUNT OF SPLIT: N/A

MINORITY BUSINESS PARTICIPATION: No if yes, percentage(s) _____ award amount: \$ _____

WOMAN-OWNED BUSINESS PARTICIPATION: No if yes, percentage(s) _____ award amount: \$ _____

QUOTE/BIDS WERE RECEIVED FROM THE FOLLOWING VENDORS:

<u>VENDOR</u>	<u>AMOUNT</u>	<u>INDIANA FIRM</u>	<u>PREFERENCE CLAIMED</u>	<u>BUY AMERICAN</u>	<u>EVAL. AMOUNT</u>	<u># OF NO BIDS</u>
1. Kinsey Christian Security & Private Investigation	\$10,368.00	Y	ISBP 15%	N/A	\$8,812.80	0 of 1
2. SG & Group Security	\$11,664.00	Y	ISBP 15%	N/A	\$9,918.72	0 of 1
3. Nation One Security	\$12,096.00	Y	IBP 5%	N/A	\$11,491.20	0 of 1
4. Allen Protection Services	\$12,476.16	Y	None	N/A		0 of 1
5. Diamond Detective Agency	\$12,942.72	N	None	N/A		0 of 1

Specifications: Specifications were satisfactory.

Delays: None of the vendors cleared Department of Workforce Development Clearance

Preferences: Kinsey Christian Security & Private Investigation and SG & Group Security claimed the Indiana Small Business Preference. Nation One Security claimed the Indiana Business Preference.

Recommendation Narrative:

All bids were evaluated based on an estimate of 18 weeks of service at the minimum of 48 hours per week.

Kinsey Christian Security & Private Investigation was the lowest bidder meeting specifications. They put on their Indiana Economic Impact form that they only have 2 Indiana Employees. I contacted Kinsey Christian to make sure they had more guards available in case the State needed them for special events. Kinsey Christian does have additional guards if needed. I recommend awarding to Kinsey Christian Security & Private Investigation.

SG & Group Security was the second lowest bidder. They met all required specifications but are not being recommended for award.

Nations One Security was the third lowest bidder. They met all required specifications but are not being recommended for award.

Allen Protection Services was the fourth lowest bidder. They met all required specifications but are not being recommended for award.

Diamond Detective Agency was the fifth lowest bidder. They met all required specifications but are not being recommended for award.

Fair & Reasonable Pricing: Pricing is fair and reasonable based on open competition

Split Award: N/A

Sole Source: NA

Award Recommendation:

<u>VENDOR</u>	<u>ITEMS</u>	<u>AMOUNT</u>
Kinsey Christian Security & Private Investigation	All	\$10,368.00

Procuring Agent/Procurement Division/Date

Approval/Date